

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY

Position Title: Judicial Assistant to Senior Judge Edward F. Harrington

Position Type: Full-time, Excepted Service

Announcement #: #12-08

Location: Boston, Massachusetts

Salary: JSP 4 -11 (\$30,598 - \$81,583)
Depending upon qualifications and experience.

Opens: November 9, 2012 **Closes:** November 27, 2012

Anticipated Start Date: December 17, 2012

The U.S. District Court is currently accepting applications for an experienced Judicial Assistant to support Senior District Judge Edward F. Harrington. This position is located in the John J. Moakley federal courthouse in Boston, Massachusetts.

Summary:

The United States District Court for the District of Massachusetts, Boston, has an opening for a Judicial Assistant to Senior U.S. District Edward F. Harrington. The Judicial Assistant is responsible for the day-to-day operations of a judicial chamber and provides administrative support to a senior federal judge.

Representative Duties:

The Judicial Assistant uses word processing to type opinions and other legal and non-legal documents, preparing a variety of legal material and correspondence; gathers and maintains an accurate accounting of the Judge's statistical data for reporting to the Administrative Office of the United States Courts; schedules appointments and meetings; makes travel arrangements; receives telephone calls and visitors and responds to their inquiries; receives and reads incoming correspondence; maintains filing systems; performs a variety of confidential tasks.

Minimum Qualifications:

A minimum of one year of progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage and typing.

Commitment to public service.

Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Specialized Qualifications:

A minimum of 2 years of general clerical or secretarial experience, plus at least one year of progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters. The position requires proficiency in word processing and other computer skills; excellent understanding of English grammar, along with good proofreading and drafting skills for use in drafting simple orders and letters; the ability to perform keyboard entries neatly and accurately; demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence and make revisions under time constraints, if required.

Preferred Skills:

Prior experience as a Judicial Assistant to a federal or state judge.
Stenography (shorthand) ability.

FBI Background Investigation

Person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination.

Hours

Working hours may vary based on the court calendar and the requirements of the Judge, but generally are from 8:30 AM - 5:00 PM..

Benefits

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- Transit Subsidy Program (upon successful completion of the initial probationary period).

How To Apply

Submit a letter of interest, current resume and completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) **by 5:00 PM, November 27, 2012** to:

Senior U.S. District Judge Edward F. Harrington
U.S. District Court, District of Massachusetts
Vacancy # 12-08
One Courthouse Way, Suite 2300
Boston, MA 02210

Applications will also be accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code HR Mail appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The application form (AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you will not be considered for this position.

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more positions than described herein.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview. The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful completion of a six-month probationary period is required.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER